



## Thompson School District Extra Duty Job Description

**Job Title:** Middle School Yearbook Advisor  
**Prepared Date:** February 3, 2011  
**Reports To:** Building Principal

**SUMMARY:** *The middle school yearbook advisor's primary goal is to organize and supervise the process of producing the school's yearbook in which the students and staff can take pride. The advisor will work with the school administration, various school organizations, classes, students and volunteers to create a yearbook that is inclusive of the school's student population. The middle school yearbook advisor is responsible for supervising all aspects of the yearbook production including: layout and design; copy; photography; publicity; sales; and distribution.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recruits and supervises the growth and development of students to plan, organize and produce the middle school yearbook.
- Provides for the safety of students, facilities, and equipment while conducting all yearbook activities.
- Organizes, supervises, and conducts fund-raising and sponsorship activities as required to support the yearbook.
- Works with publisher to create a budget, deadlines, production schedule, and payment options.
- Ensures that all publication deadlines are met so that the yearbook is available for distribution at the scheduled date.
- Monitors student coverage of events.
- Coordinates the layout, copy, and contents of the yearbook.
- Edits and proofreads all articles and advertisements.
- Organizes and supervises the sale and distribution of the yearbook to students and staff.
- Maintains accurate financial records that identify all sources of revenues and expenditures associated with the publication, distribution, and sale of the yearbook.
- Performs other duties as assigned by principal(s).

### **EDUCATION AND TRAINING:**

- Background in journalism and/or publication layout and design.
- Background in photography.

**EXPERIENCE:**

- Experience instructing students in classroom setting.

**SKILLS, KNOWLEDGE, & EQUIPMENT:**

- Human relations and management skills.
- Knowledgeable about classroom practice in order to successfully facilitate the learning environment, manage time, communications, and record keeping.
- Excellent oral and written communication skills.
- Knowledgeable about using technology to support instruction and enhance student learning.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Must hold current Colorado Teaching License.

**CONTACTS:** Daily contact with students, instructional staff, classified staff, building administrators, and parents.

**SUPERVISION/TECHNICAL RESPONSIBILTiy:** Supervise the daily activities of students in employee's care.

**JUDGMENT AND DECISION MAKING:** This position requires good judgment; organization skills; ability to follow instructions, policies, and procedures; independence and initiative; and ability to work in a collegial manner with others. Work is guided by Thompson School District policies and procedures.

**DIVERSITY OF DUTIES:** Duties are of a somewhat diversified nature but within a particular field of endeavor where employee is responsible for choice of action within prescribed limits or precedents. Duties require the use of independent thinking and judgment.

**SAFETY TO SELF AND OTHERS:** In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.

All employees of the district are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.

We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to instruct, communicate, coordinate and use interpersonal skills; frequently required to compare, analyze, evaluate, and; occasionally required to compute, synthesize, compile and negotiate.

**NOTE:** These statements are intended to describe the general nature and level of work being performed by advisors. They are not intended to be an exhaustive list of all responsibilities, skills, and duties required of teachers.